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7 January 1958

MEMORANDUM FOR RECORD

Subject: Preliminary Meeting with TSS Representatives Re Portable Desk Trays.

1. Chief, Support, TSS [redacted] stated:

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- a. He was never canvassed re trays; he doubts if there are more than two in use through all of TSS. He uses a wooden tray that is about half the height of the metal unit, when closed. Chief, TSS and the other executives have few, if any, papers left in their trays at the end of the day; they insist that their subordinates keep their working papers down to an absolute minimum.
- b. Perhaps one or more of the research and scientific components and the [redacted] might have a use for them and suggested I talk to them. I explained that I was presently concerned with the possibilities of making modifications in the present tray or having a tray manufactured from some other type of material. He then suggested I discuss this aspect with the [redacted] named below, who handles projects concerning metals, containers, etc., among other things.

25X1

2. [redacted] stated he would:

- a. Like to have a copy of the drawings from which the trays were manufactured. Also, a copy of the specifications for retention. (I showed him a picture of the tray and a copy of the specifications).
- b. Need a typical metal tray for retention while he assigns one of his engineers to evaluate the tray and prepare suggestions for appropriate substitutes.
- c. Like to have comments from components that have used the tray, both the weak points as well as the strong points; then they will have more background data to form their conclusions.
- d. Want to know how many were made. What company made them. (The reason for these questions is that they have research projects with several different metal and material manufacturing companies and have a good idea of cost factors and production limitations and capabilities.)
- e. Like to know specifically what Mgt. Staff would want to have incorporated in the revised model. (I remarked that we preferred to combine all the ideas from the user components with the technical evaluations from TSS before submitting specifications for a new model).

SECRET

SECRET

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25X1 3. In response to my remarks that suggestions had been received for the use of other types of material in the manufacture of the trays, [] commented:

- a. Plastic or hard rubber would undoubtedly be more costly than the present metal containers since dies would have to be manufactured. However, if a sufficient volume were demanded the cost might be within reason; he would need to know the output required before making a final statement on this point.
- b. Fibre glass might be a possibility but it too is costly.
- c. Each of the materials in a and b, above, would be rigid enough to satisfy the utility demanded of the tray unless they were made much thicker than the present trays in which case the manufacturing costs would be out of the question.
- d. He wondered what office handled the production of the trays and whose allotment was charged with the cost of the manufacturing the trays. He asked whether or not any of the personnel in Logistics or Mgt. concerned with the production of the initial trays were engineers.

25X1 4. Advised [] that I would work up the data he requested as soon as possible.



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